



## Technical Supervisor

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### Details

**Job ID :** 303

**Title :** Technical Supervisor

**Job Code :** 1405

**Salary :** \$3,538.00 (Monthly)

**Grade :** 14

**Tenured :** YES

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### Job Departments

- Technology Services

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### Purpose

RESPONSIBLE FOR THE SUPERVISION OF PERSONNEL AND PROJECT MANAGEMENT OF DAY-TO-DAY ACTIVITIES  
WITHIN SECTION

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE IN SYSTEM OR NETWORK ANALYSIS, AND/OR COMPUTER OPERATIONS

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- KNOWLEDGE OF SUPERVISORY PRINCIPLES AND PRACTICES

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### Job Duties

- SUPERVISE EMPLOYEES
- ENSURE THAT DIVISION GOALS, TIMELINES, AND PROCEDURES ARE CONSISTENT WITH AND SUPPORT DEPARTMENTAL GOALS, TIMELINES, AND PROCEDURES
- PROVIDE TECHNICAL ASSISTANCE TO CUSTOMERS
- COORDINATE EFFORTS OF SECTION WITH OTHER DEPARTMENTAL SECTIONS
- ASSIST WITH PROJECT MANAGEMENT AND DIRECTION FOR DIVISION
- MAINTAIN DAILY COMMUNICATION WITH USERS OF THE COMPUTER SYSTEMS
- DEVELOP CONTINGENCY PLANS FOR VARIOUS SYSTEM FAILURE
- MAKE RECOMMENDATIONS TO MANAGEMENT ABOUT SOFTWARE AND HARDWARE NEEDS
- ASSIST IN POLICY DEVELOPMENT AND ENFORCEMENT- OF TECHNOLOGY SERVICES PROCEDURES, TECHNIQUES AND METHODS
- DEVELOP PLANS TO PROVIDE CROSS TRAINING OF EMPLOYEES
- OTHER DUTIES AS ASSIGNED